



June 7, 2021

NAME

ADDRESS

City, State ZIP

Pension ID:

Dear NAME,

As a State retiree enrolled in one of the State of Delaware's Double State Share health plans (Aetna or Highmark Delaware), you **MUST** complete a Double State Share (DSS) Verification Form **EACH YEAR** to confirm continued eligibility. **Failure to complete the DSS Verification Form may result in loss of eligibility for enrollment in a DSS plan.**

NOTE: The DSS Verification Form is separate from the Spousal Coordination of Benefits Form.

What You Need To Do By June 21, 2021:

1. Verify your DSS eligibility by completing the DSS Verification Form. One form must be completed for each contract of health plan coverage. (If you and your spouse are enrolled in separate health plans, each of you will need to complete the form). The DSS Verification Form can be found at <https://dhr.delaware.gov/benefits/dss/index.shtml> or by following the steps below:
 - a. Visit de.gov/statewidebenefits
 - b. Click on ***Policies & Procedures*** under the Benefits Menu
 - c. Select ***Double State Share***
 - d. Complete the ***Double State Share Coverage Verification Form***.
You **MUST** complete the form in order to verify your DSS eligibility. One form must be completed for each contract of health plan coverage (if you and your spouse are enrolled in separate health plans, each of you will need to complete the form). Forms that are not fully complete **WILL NOT** be processed.
2. Complete the form **no later than June 21, 2021**. Upon completion of the Form, you will receive an email confirmation. Retain this confirmation for your records.

Have questions? Please contact the Statewide Benefits Office at 1-800-489-8933 or benefits@delaware.gov.

Sincerely,

The Statewide Benefits Office

STATE OF DELAWARE STATEWIDE BENEFITS OFFICE

97 Commerce Way, Suite 201, Dover DE 19904 (D620E)

Phone: 1-800-489-8933 • Fax: (302) 739-8339 • Email: benefits@delaware.gov • Website: de.gov/statewidebenefits

